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Security Information

AR-D-1987a

12 August 1952

MEMORANDUM FOR: Executive Secretary, CIA Career Service Board

SUBJECT : CIA Newsletter

As you know a monthly Newsletter has been initiated addressed to Senior Representatives and Mission and Station Chiefs. The Newsletter will attempt to keep the field up-to-date on general operational and administrative news. DD/A contributions will be coordinated by me. I would appreciate it if you would provide appropriate follow-up material to the paragraph quoted below, which appears in the first Newsletter.

"[DCI] has recently approved a Career Service Program for all personnel of [CIA]. The basic philosophy of the Program is reflected in the statement of the problem posed in the staff study which developed it: 'To devise a Career Service Program that identifies, develops, effectively uses and rewards individuals who have the skills required by [CIA]; motivates them towards rendering maximum service to [CIA]; and eliminates from the service, in an equitable manner, those who in spite of the Program fail to perform as effective members of the organization.' The Program as approved provides for the establishment of Career Service Boards which will be responsible for the operation of the Program, which includes evaluation techniques, programs for the selection and training of trainees for professional positions, rotation among various jobs and offices for the better development of the individuals, a full development of a system of career benefits, many of which do not exist today, and other principles such as special recognition for outstanding service. Subsequent Newsletters will provide further details and explanations of the Program."

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Special Assistant to
Assistant Deputy Director
(Administration)

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